



# Example of Senior Controller Job Description

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Our innovative and growing company is looking to fill the role of senior controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior controller

- Monthly financial statement preparation with supporting schedules
- Ad-hoc projects including ROI analysis
- Processing bi-weekly payroll & employee expense and stipend reimbursements
- Maintaining school financial accounts
- Providing support to external auditors
- Working directly with Executive Director on Finance-related projects as required
- School budgeting & reporting
- Dealing with clients in pursuit of outstanding debt
- Ensuring timely collection of outstanding debt
- Ability to influence prompt payment

## Qualifications for senior controller

- Minimum 10 years work experience (Finance, work experience in MNC, understand the business, solid success story)
- Minimum 5 years management experience (Finance)
- Outstanding, proactive
- Bachelor's degree in Accounting/ Finance or equivalent, CPA or ACCA qualified is preferred
- Able to leading and coaching staff
- Able to maintain complex database and perform relevant analysis accordingly